

**Attendance**

<b>Chairman:</b>	Cllr Thomson	
<b>Councillors:</b>	Cllr Stallard, Cllr Bentley, Cllr Hislop, Cllr Millard, Cllr Partridge, Cllr Pound (from item 6)	
<b>Clerk:</b>	Mr Wayne Salisbury	
<b>Other:</b>	PCSO Tara Carruthers – West Mercia Police	<b>Public:</b> 1 (up to item 6)
<b>Apologies :</b>	Cllr Stanton, Cllr Taylor	

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**Minutes of the Annual Meeting of Cheswardine Parish Council held at the  
Parish Hall on Wednesday 22<sup>nd</sup> May 2024**

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Meeting started at 7:30 p.m.

**1. Election of Chair**

RESOLVED: that Cllr Andrew Thomson will serve as Chair of the Parish Council for the ensuing year of 2024-25.  
Cllr Thomson signed the declaration of acceptance of office in the presence of the proper officer.

**2. Election of Vice Chair**

RESOLVED: that Cllr Nigel Stallard will serve as Vice Chair of the Parish Council for the ensuing year of 2024-25.

**3. To receive apologies for absence**

Apologies were received from Cllr Taylor & Cllr Stanton.

**4. Declarations of Interest**

Cllr Hislop declared an interest in item 18 – authorisation of payments.

**5. Minutes of the previous meeting**

RESOLVED: that the minutes of the meeting held on 16<sup>th</sup> April 2024 be approved as a correct record and signed by the Chair.

**6. Co-Option**

The Chair informed members of the statement from the candidate which had been shared before the meeting. Members were given the opportunity to ask the candidate any questions.

RESOLVED: that Mike Pound be co-opted to Cheswardine Parish Council to fill the vacant seat.

Cllr Pound signed the declaration of acceptance of office in the presence of the proper officer.

***Cllr Mike Pound joined the meeting at 7:37 pm.***

**7. Personnel Committee**

RESOLVED: that membership of the Parish Council Personnel Committee is Cllr Thomson, Cllr Stallard, Cllr Hislop, Cllr Taylor.

**8. Support Services**

To approve the ongoing appointment of JDH Business Services for internal audit services.

RESOLVED: that internal audit services from JDH Business Services are approved for ongoing appointment.

**9. Appointment of Representatives**

To consider the appointment of the following representatives.

- a) Local Joint Committee Representative

RESOLVED: that Cllr Thomson is appointed the Local Joint Committee Representative.

- b) NSAC / SALC Representative

RESOLVED: that Cllr Thomson is appointed the NSAC / SALC Representative.

- c) Helicopter Liaison Representative

RESOLVED: that Cllr Pound is appointed the Helicopter Liaison Representative.

- d) Parish Hall Board of Management

RESOLVED: that Cllr Taylor and Cllr Stanton act as the Parish Council representatives on the Parish Hall board of management.

**10. Public Participation.**

PCSO Tara Carruthers was in attendance and spoke to members about how she had recently taken over a very large area which includes 14 parishes including Cheswardine.

She informed members that there were just two officers in the beat team although there currently is space for a further officer. The policing team want to be more involved in the parishes whilst working to the community charter which we have joined and which governs their work.

PCSO Carruthers acknowledged that our priorities as reported to her are ASB and theft (dwelling)

PCSO Carruthers aims to provide updates at further Parish Council meetings as her availability allows.

She informed members of the neighbourhood matters platform and how it links into social media to raise engagement. All communities are encouraged to sign up and get involved as this allows people to see what the team are doing and where their attention is currently focused.

Cllr Bentley asked if the team could engage with the youth group, to which PCSO Carruthers confirmed that she could if available.

Cllr Thomson advised of Barley's opening times in the Parish Hall (Mon and Fri) and how they could be used to engage with the community.

The Chair thanked PCSO Carruthers for coming to the meeting and providing the welcome explanations and that we look forward to seeing them again in the future.

**11. Shropshire Unitary Councillor's report**

Cllr Gittins was not in attendance.

**12. Reports from Parish Council Representatives – To receive reports from.**

- a) Parish Hall

Cllr Stanton provided a report ahead of the meeting which the chair read to members.

*"Our last BoM was 29th April. The booking group has now set up a marketing team to work via Facebook, the PH website and via the community shop to increase bookings, which it is felt did not reflect the increased investment that has been put into the hall. Barleys continues to be a social hub and a key income for the PH. Bingo has now embedded itself into the village & local area scene providing more income. Special thanks go to Tracey White. The D Day event is now well advertised and near sell out. The hall on year-to-date basis has an expenditure over income of £1,561".*

- b) Bus service

The chair updated members that the bus service continues to do well and that during April, 24 passengers were carried across 4 trips and that during May (to date) 27 passengers have been carried over 3 trips.

### 13. Playing Field, Playground and Car Park

#### a) To receive any updates, discuss any matters relating to and make any required decisions.

Cllr Millard stated that he is checking the playground equipment regularly and there are no current issues.

The chair confirmed that we are currently having the grass cut on an ad-hoc basis following our previous contractor ceasing trading. It was agreed that the grass will need cutting and strimming again before the D-Day event.

Cllr Millard asked if we could query if the current contractor is also able to offer weed spraying services.

Cllr Hislop enquired as to whether the lottery grant application had been submitted yet, Cllr Bentley confirmed that he needed to complete it.

#### b) To consider requests for the use of the playing field and to consider any fees.

Members spoke in great detail regarding the use of the playing field for camping.

Cllr Bentley conveyed concerns about fire if cooking were to take place. Cllr Partridge raised potential issues which could occur as a result of people camping late at night. Cllr Pound raised that any agreement made to book the Parish Hall and the acceptance of their terms and conditions would not extend to camping on the playing field. Cllr Pound also noted potential issues with regard to insurance and required permissions for the land to be used in this way.

RESOLVED: To not accept the current request for camping on the playing field. It was also noted that a further review will be needed, and a potential policy put in place to guide any further requests.

### 14. Highways/Environmental Health matters

Cllr Stallard raised concerns with future road closures and the impact that diversions can have.

Cllr Millard raised issues of potholes being marked but not repaired.

### 15. Clerks Report

The clerk's report was received by members which detailed updates on

- Grass cutting tender which will be produced.
- Dog waste bins now in place but still waiting for the invoice to pay for the additional collections.
- Internal audit, in progress and a further update will be given at the June meeting.
- VAT return for quarter 4 completed.
- Correspondence received relating to Parish Hall hire charges, a bench being placed within the parish and the annual parish meeting.

### 16. Planning (Town and Country Planning Act 1990. Sched 1, para 8)

#### a) Planning applications to be considered at this meeting.

Reference	24/01618/FUL
Address	Land Adj The Old Nook Soudley Market Drayton Shropshire TF9 2SE
Proposal	Conversion and change of use of existing commercial buildings to 4 residential dwelling units with associated, amenity space, parking, landscaping and access
Deadline for Comments	24 <sup>th</sup> May 2024
<a href="https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SCEQ9ATDHBA00">https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SCEQ9ATDHBA00</a>	

RESOLVED: To submit that 'Cheswardine Parish Council has no comments to make on this application.'

# CHESWARDINE

## PARISH COUNCIL

Reference	24/01717/FUL
Address	Barn At Moss Lane Farm Moss Lane Chipnall Cheswardine Market Drayton Shropshire TF9 2SQ
Proposal	Conversion of attached barn to provide additional residential accommodation
Deadline for Comments	31 <sup>st</sup> May 2024
<a href="https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=dates&amp;keyVal=SCRUABTDHHC00">https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=dates&amp;keyVal=SCRUABTDHHC00</a>	

RESOLVED: To submit that 'Cheswardine Parish Council has no comments to make on this application.'

- b) To consider any planning applications which have been received since the publication of this agenda.  
No further applications were received.

### 17. Insurance

RESOLVED: to accept the quote from Clear Council at £645.78 for insurance for a 1-year term from 1<sup>st</sup> June 2024.

### 18. Authorisation of payments

RESOLVED: The schedule of payments for May 2024 correctly states the invoices presented and that £1366.80 is approved to be paid. £62.37 has been paid under 5.5B and £124.20 has been paid under 5.5A (as detailed on page 726)

### 19. Finance

- a) To approve the financial position of the council on 31<sup>st</sup> March 2024.

RESOLVED: that the council's financial position on 31<sup>st</sup> March 2024 was expenditure of £24,085.83, receipts of £25,656.73 and with bank balances of £31,482.16.

- b) To consider the allocation of earmarked reserves for 2024-25.

RESOLVED: that the council earmarks the following reserves.

- Playground Equipment £8000
- Defibrillators £2000

- c) To consider the annual list of approved payments for 2024-25.

RESOLVED: that the annual list of approved payments is accepted. (as detailed on page 727)

### 20. Banking

- a) To consider the change of bank to a provider suited to the needs of the Council.

RESOLVED: to move the council's banking arrangements to Unity Trust Bank.

- b) To consider which members will act as banking signatories.

- c) To consider which members will act as banking online users.

RESOLVED: that in addition to the Clerk and Responsible Financial Officer, the following members will act as banking signatories and banking online users: Cllr Thomson, Cllr Stallard, Cllr Hislop, Cllr Partridge

### 21. Street Lighting Joint Energy Agreement 2024/2025

RESOLVED: to continue participation in the Street Lighting Joint Energy Agreement with Shropshire Council at the quoted cost of £896.96 plus VAT.

### *Motion without notice*

RESOLVED: to suspend standing order 3X to allow the meeting to continue beyond 2 hours.

**22. CCTV**

RESOLVED: to adopt the presented CCTV policy.

It was also agreed that it should be confirmed that the system is not recording audio and if the Parish Hall have a child protection policy in place.

Signage will be prepared to promote that CCTV is in place as per the newly adopted policy.

**23. D-Day Commemoration Event**

Cllr Hislop updated that the D-Day events are just 2 weeks away on Thursday 6<sup>th</sup> June 2024. Numbers are doing well for the Parish Hall supper and there are still a few tickets available from the community shop. The church service is prepared, and the choir is rehearsed. Cllr Stallard is currently liaising with RAF veterans.

The chair will read the international tribute prior to the lighting of the beacon at 9:15pm. It was confirmed that the insurance policy will cover the beacon event.

**24. Annual Community Meeting**

It was mentioned that there were no questions at the meeting for the Parish Council and that most of the questions were for the Shropshire Council ward member and the Parish Hall.

It was noted that there was a positive response to the volunteer groups which were present.

Meeting concluded at 9:40 pm.

Chairman..... Date.....

### Cheswardine Parish Council Schedule of Payments

**22nd May 2024**

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Cheque No	Power of expenditure	Scribe
1	23/05/2024	HMRC	Tax & Contributions on Clerks salary - April	101.20		Bank Transfer	LGA 1972 S 112	Yes
2	23/05/2024	W Salisbury	Clerk Salary - May	404.46		Bank Transfer	LGA 1972 S 112	Yes
3	23/05/2024	W Salisbury	Giff Gaff - Phone Monthly Payment - March	6.00			LGA 1972 S 111	Yes
4	23/05/2024	W Salisbury	Mileage (16th April 38 miles x 0.45)	17.10			LGA 1972 S 112	Yes
5	23/05/2024	W Salisbury	Microsoft 365 Annual Subscription	59.99			LGA 1972 S 111	Yes
6	23/05/2024	W Salisbury	Tesco - A4 Printer paper	4.75			LGA 1972 S 111	Yes
7	24/05/2024	SALC	County Associaton Affiliation Fees (01/04/24 to 31/03/25)	511.05		Bank Transfer	LGA 1972 S 143	Yes
8	24/05/2024	Cllr J Hislop	Tesco - Community Meeting Expenses - Refreshments	127.20		Bank Transfer	LGA 1972 S 145	Yes
9	24/05/2024	Community Shop	Community Meeting Expenses - Refreshments	45.05		Bank Transfer	LGA 1972 S 145	Yes
10	23/05/2024	N Salop Wheelers	Bus Service Payment (up to 14/03/24)	54.00		Bank Transfer	LG Rating Act 1997 s26-29	Yes
11	24/05/2024	B Glover	Installation Of Dog Waste Bins	36.00		Bank Transfer	Litter Act 1983 ss.5	Yes
			<b>Total</b>	<b>1366.80</b>				

	Payments made as resolved under the approved payments list 5.5b							Scribe
12	29/04/2024	BT	Parish Hall Broadband - April 2024	32.53		Bank Transfer	LGA 1972 S 133	Yes
13	01/05/2024	PG SKIPS	Rubbish Removal - Skip Emptied 26/04/24	29.84		Bank Transfer	Litter Act 1983 ss.5	Yes
			<b>Total</b>	<b>62.37</b>				

	Payments made under Financial Regulations 5.5a to avoid late payment							
	Date of Debit or Cheque Raised	Recipient	Purpose	3	£	Cheque No / Payment Method	Power of expenditure	Scribe
14	29/04/2024	Eon	Maintenance Completed to Streetlight C19 o/s 40 Coplea	115.20		Bank Transfer	Highways Act 1980 s301	Yes
	22/04/2024	HSBC	Bank Charges - To 31/0/24	9.00		Bank Charge	LGA 1972 S 111	Yes
			<b>Total</b>	<b>124.20</b>				

Invoices checked and verified at the meeting held on 22nd May 2024

Cllr N Bentley

Cllr - Proposer - Sign & Date

Cllr T Millard

Cllr - Seconder - Sign & Date

DEPOSITS RECEIVED		
April	2024	
Date	Total	From
01.04.24	£51.95	HSBC - Interest
22.04.24	£23,388.00	Shropshire Council - Precept
	<b>£23,439.95</b>	

## Cheswardine Parish Council

### Approved Frequent Payment List

Transaction	Frequency	Payee	Amount
Salary Payment	Monthly	Clerk	Variable up to £550
PAYE/NI	Monthly	HMRC	Variable up to £125
Giff Gaff Phone Monthly Payment	Monthly	Clerk	£6.00
Parish Hall Broadband	Monthly	Plusnet	Variable up to £45
Rubbish Removal	Monthly	PG Skips	Variable up to £30
Grounds Maintenance	Monthly	To be confirmed	Variable up to £300
Internal Audit Fees	Annually	JDH Business Services	Variable up to £550
External Audit Fees	Annually	PKF Littlejohn LLP	Variable up to £550
Accountancy Software	Annually	Scribe	Variable up to £550
Streetlighting - Joint Energy	Quarterley	Shropshire Council	Variable up to £300
CALC Affiliation Fees	Annually	SALC	Variable up to £600
Bus Service	Monthly	North Salop Wheelers	Variable up to £60

Approved at the meeting held on 22nd May 2024